



Granting Additional Associate Degrees, BP 3.014

1. *Purpose*

Lansing Community College recognizes that there are instances where students may desire additional degrees for employment or for personal growth or satisfaction.

2. *Scope*

This procedure applies to any student who has earned an associate degree from Lansing Community College or any accredited community college.

3. *Prerequisites*

Any student who has earned an associate degree from Lansing Community College or any other accredited community college may be awarded additional degrees providing that they meet the following institutional graduation requirements:

- Complete a program of study approved by the College and consisting of a minimum of 60 semester credits with no more than 10 percent of these credits acquired on the pass/fail (P/Z) grading system. (See [Degree and Certificate Program Pathways](#) webpage for more information.)
- Maintain a cumulative grade point average of 2.0 or above.
- Earn toward the curriculum at least 15 semester credits directly from Lansing Community College.
- Satisfy all general and specific requirements of Lansing Community College.
- LCC's General Education Core or Applied Degree General Education requirements are satisfied by virtue of the student earning the first associate degree.
- LCC's General Education requirements are waived by the acceptance of the completed Michigan Transfer Agreement from an accredited community college or university, regardless of whether an associate degree or higher has been completed.
- No additional degree will be granted in the same curriculum in which a previous degree was earned.
- The following CANNOT be used for degree requirements:
 - Courses numbered below 100.
 - Courses in Mathematics or Statistics that are not listed on the [LCC General Education Requirements](#) webpage.
 - Courses in English or Writing numbered below 118.
 - Courses in English as a Second Language.

- Courses in Reading.
- Courses in non-technical Vocabulary.
- Course in Academic Experience numbered other than 100 or 101.
- Courses in Student Development numbered other than 101.
- Submit an application for graduation to the Registrar’s Office the semester the program requirements are completed, on or before the deadline.

Note: Students seeking an associate degree may not follow curricular guides/pathways which predate their first semester of enrollment or are expired.

4. Responsibilities

- Dean of Student Affairs – responsible for the oversight of this procedure
- Registrar – responsible for preparing procedures to implement this procedure

5. Procedure

Prior to submitting an application for an associate degree, the student should consult with an advisor to review progress toward completing requirements. Substitutions or waivers for program requirements must be approved on an authorized form signed by an authorized approver in the department offering the program.

1. The student completes and submits an Application for Degrees and Certificates. This application is available at the Registrar’s Office [Forms](#) webpage as well as on the [Graduation](#) webpage.
2. If the Registrar’s Office determines that there are requirements NOT met, the student will receive written notification indicating the application has been denied.
3. If all the requirements are met, the student will receive notification via LCC email indicating that the degree has been approved.
4. Once awarded, the LCC transcript will show the degree earned.
5. Diplomas are mailed to students during the semester after degrees have been awarded.

Note: Students may not follow curricular guides/pathways which are expired or whose catalog year predates their first semester of enrollment as shown on their LCC web transcript.

6. Reference

N/A

7. Definitions

N/A



Standard Operating Procedure

Procedure Title: Granting Additional Associate Degrees

Procedure #: RO.008

Revision #: 001

Unit Responsible: Academic Procedure Advisory Committee

Individual Responsible: Registrar's Office

Effective Date: 06/05/2021

Initial Approval Date: 10/06/2019

Last Review/Update Date: 06/21/2021

Next Review Date: 06/21/2024

***Does this procedure support a Board Policy?** Yes

If yes, identify: [3.014 - Granting of Additional Associate Degrees](#)

Board policies can be found at: [LCC Board of Trustees Policy Page](#)

***Does this procedure support HLC criteria?** Yes

If yes, identify: [2B, 3A, 4A](#)

HLC Criteria can be found at: [HLC Accreditation Criteria](#)

***Does this procedure support a State or Federal Regulation?** N/A

If yes, identify:

***Note:** Standard Operating Procedures should be in furtherance of some LCC policy and/or accreditation criteria, even if the relationship is not direct. Assistance in determining this information can be obtained from the Academic Procedure Advisory Committee (APAC) and/or the Accreditation Liaison Officer.